These instructions are for filing a Transportation Services Tax (TST) return on Georgia Tax Center (GTC) **for the following periods only**:

- January (due in February)
- February (due in March)
- April (due in May)
- May (due in June)

- July (due in August)
- August (due in September)
- October (due in November)
- November (due in December)

Returns for the periods listed above do not contain a quarterly report. Instructions for filing a TST return that contains a quarterly report will be provided soon.
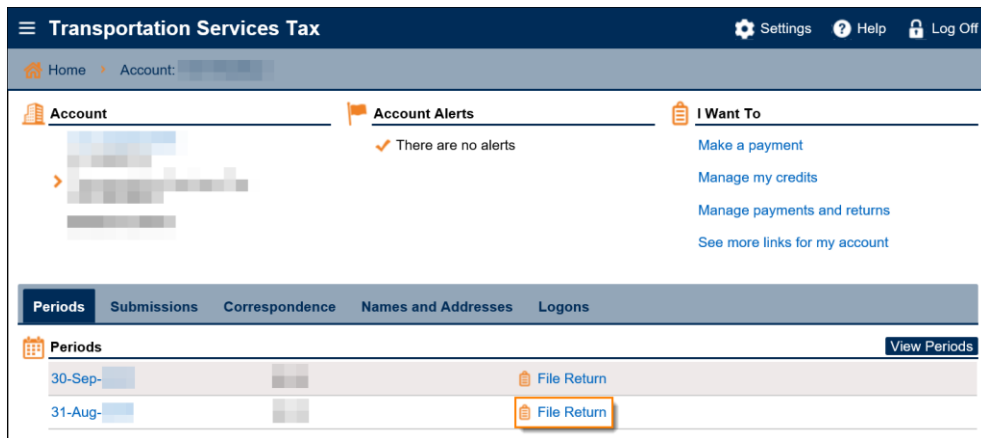
Contents

How to File a TST Return:

1. Log into the GTC website (https://gtc.dor.ga.gov).

2. Under the **Accounts** tab, click the **Transportation Services Tax** hyperlink.
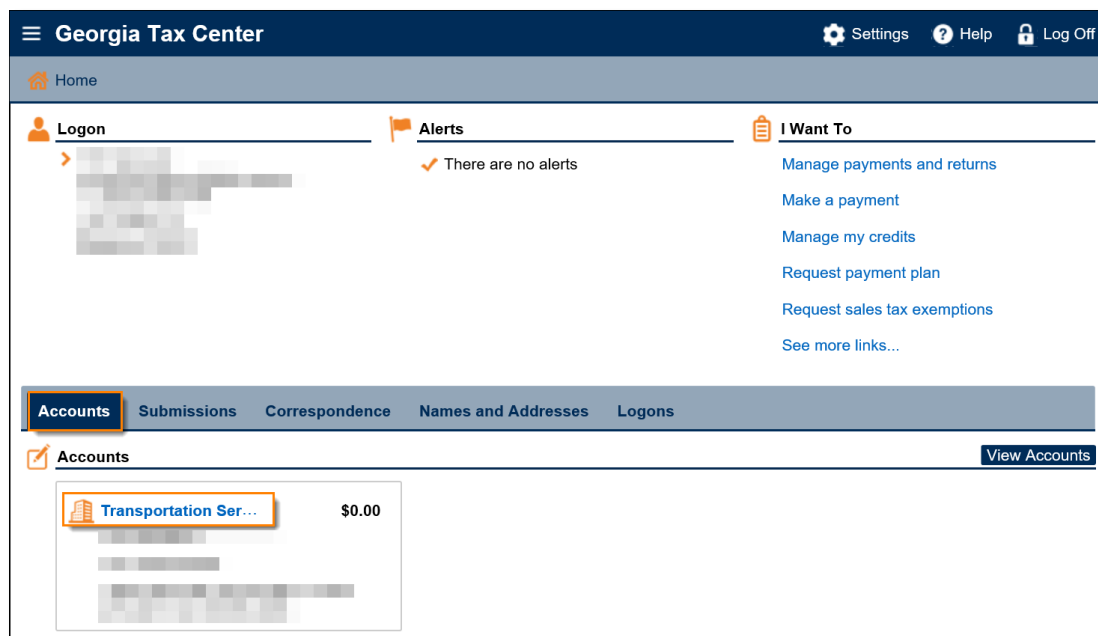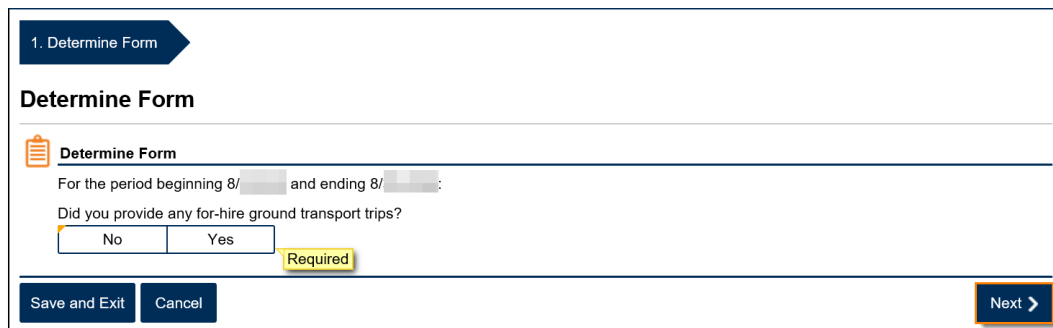
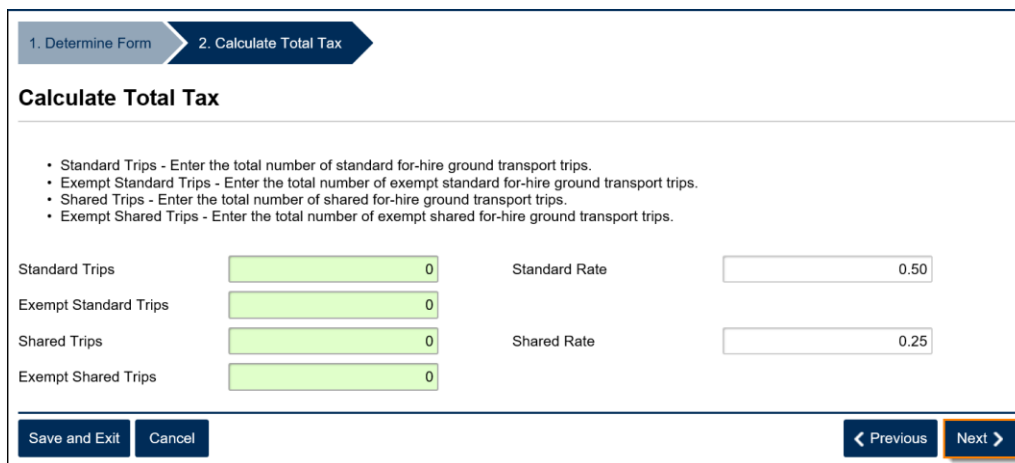3. Locate and click the **File Return** hyperlink for the applicable tax period.

4. Answer the question "Did you provide any for-hire ground transport trips?" Click **Next**.

   – If you click *Yes*, go to Step 5.
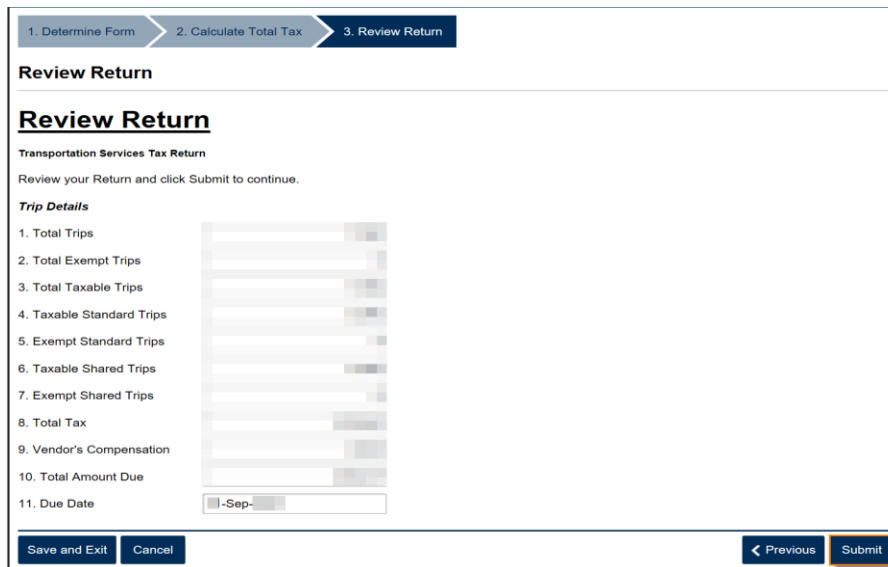
   – If you click *No*, go to Step 6.

5. Complete the **Calculate Total Tax** screen. Click **Next**.
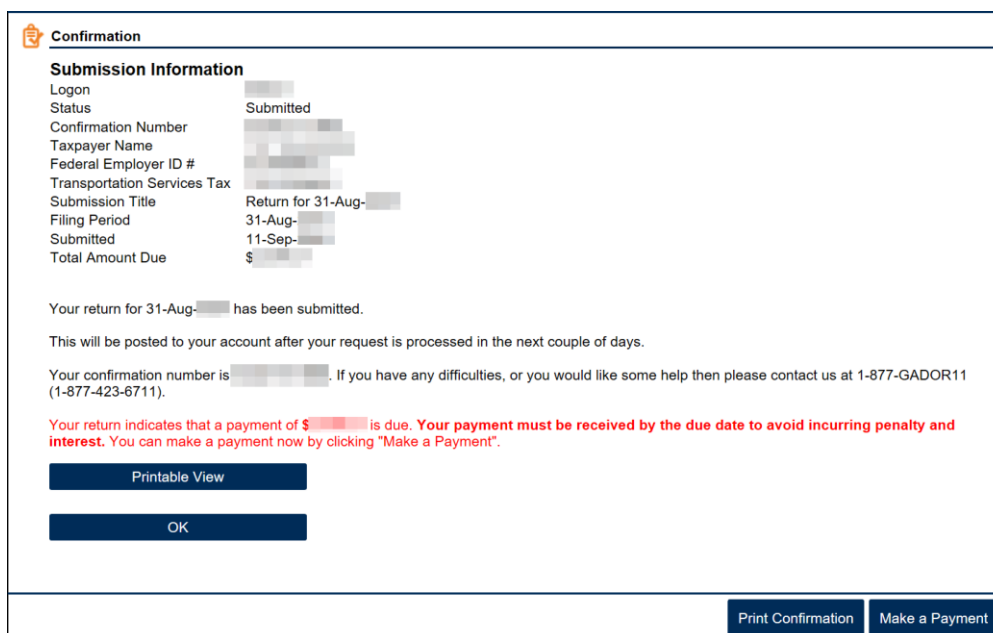
6. Review the return. Click **Submit**.

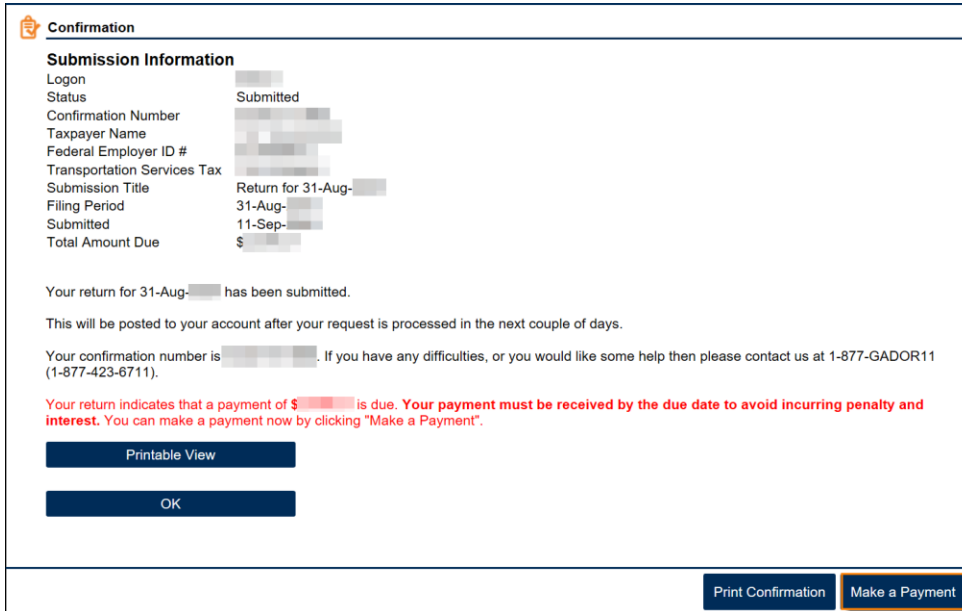7. Click **Yes** to confirm you want to submit the request.

A confirmation page will appear with a confirmation number for the return. If a payment is due, follow the steps in the How to Submit a Payment with a TST Return section of this document.

How to Submit a Payment with a TST Return:

1. Click the **Make a Payment** button at the bottom of the confirmation page.

2. Fill out the banking information under the **Payment Channel** section. Confirm the dollar amount of the payment under the **Payment** section. Click the **Submit** button.
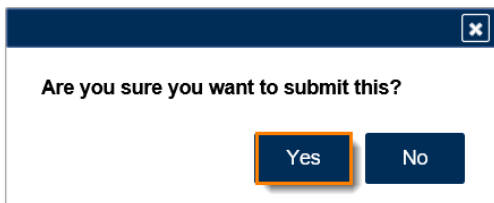
3. Click **Yes** to submit the payment.

A confirmation page will appear with a confirmation number for the payment. Click the **OK** button.

Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	
Federal Employer ID #	
Transportation Services Tax	
Submission Title	Return Payment for $
Filing Period	
Submitted	
Payment Amount	$

Please review the payment request information below for your payment to the Department of Revenue. You may want to print a copy for your records.

Your payment request confirmation number is

Paid For:	Transportation Services Tax
Paid From:	
Payment Amount:	
Payment Date:	
Submitted Date:	

This is only the payment request. It is your responsibility to review your bank statement to confirm that this transaction was successful.

OOPS? If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

[Printable View]

[OK]

[Print Confirmation]